

DMIE Procedure

Electronic Parts Information Network System (EPINS) Procedure

1. Title

Electronic Parts Information Network System

2. Process

Parts Knowledge Management

3. Steps

Actor	Step	Action
Parts Query Requester	1	Make query by either: a) Contacting appropriate Office 507 Point of Contact (go to step 2), b) Log in to EPINS LAN (go to step 2), or c) Access the NPPP Website (go to step 4)
Parts Query Requester or 507 POC	2	<ul style="list-style-type: none">• Access EPINS• Select appropriate report• Generate report (Requester is done. 507 POC go to step 3.)
507 POC	3	Send report to Requester
Parts Query Requester	4	<ul style="list-style-type: none">• Perform search• Generate report
Parts Evaluator	5	a) For New Technology studies, go to step 6. b) For Parts List reviews, go to step 8. c) For new of failed parts testing and analysis go to step 9. d)
New Technology Evaluator	6	a) Determine extent of distribution. b) Obtain appropriate approvals. c) If approved for external release, notify EEE Links. d) Provide copy of report to NPPP Web Administrator and information on the limits

		of distribution.
NPPP Web Administrator	7	a) Convert report to appropriate format for NPPP Web. b) Install on NPPP Web server. c) Insert links on other NPPP Web pages. (<i>New Technology entry complete.</i>)
Parts Reviewer	8	a) Log in to EPINS b) Enter parts review results (<i>Not currently used by Parts Specialists</i>)
Parts Evaluator	9	a) Complete appropriate analysis. b) Prepare report in accordance with FA or Rad Report procedure (TBD). c) Log in to FA or RADATA report log.
Part Interface Engineer	10	At the following events, enter appropriate data into EPINS: <ul style="list-style-type: none"> • Part selected by project (into EPL) • Part approved for purchase (into PTS) • Parts orders placed (into PTS) • Parts delivered (<i>input by Stores?</i>) (into Stores and PTS) • Parts kitted out for screening or DPA (into PTS) • Parts kitted to Fabrication (into PTS)
EPINS Operations Manager	11	<ul style="list-style-type: none"> • Conduct weekly operations review. • Conduct annual systems review.

4. Applicability

This procedure applies to all person submitting or retrieving electronic parts related information from the Electronic Parts Information Network System (EPINS).

5. Tips (optional)

Additional information about electronic parts and parts engineering can be found at <http://parts.jpl.nasa.gov/>.

6. Source

Parts Knowledge Management Procedure

Provide Electronic Parts Engineering Procedure
Design, Build, Assemble, Test Policy
Design New Products Policy

7. Rationale

The Electronic Parts Information Network System (EPINS) has provide the information capture and dissemination backbone for all aspects of Provide Electronic Parts Engineering (PEPE) sub-processes in the evaluation and supplying electronic parts for space applications.

8. Consequences

Natural consequences:

- Not having adequate knowledge on the status of parts acquisition and potential impact on cost and schedule.
- Not being aware of pertinent parts problem data that could affect mission success.

9. Trigger/Result (optional)

TRIGGER: Parts user query for parts information.

RESULT: Report containing appropriate parts data and assessment.

10. Related Procedures (optional)

Provide Electronic Parts Engineering
Parts Program Management
Develop Approach
Support Selection
Parts Acquisition
Post-Delivery Support
Parts Knowledge Management
Parts Engineering Facility Management

11. Frequently Asked Questions (optional)

[TBD]

12. Change Description

This is a new procedure.

13. Notification (optional)

[☒] Visible Draft or
[☐] Invisible Draft

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Muirhead, B	4100
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Pace, G.	4500
Perret, J.	3360
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Rose, J.	5170
Schlue, J.	5150
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